

COUNTY OF YORK, VIRGINIA
INVITATION FOR BIDS (IFB)

Issue Date: January 7, 2004

IFB #: 1361

Title: Professional Grounds Maintenance Services: Annual Contract

Classification Code: 98852

Issuing Agency:

County of York, Virginia
Central Purchasing
120 Alexander Hamilton Blvd
P.O. Box 532
Yorktown, Virginia 23690

Using Agency And/Or Location
Where Work Will Be Performed:

General Services Department
Grounds Maintenance & Construction
102 County Drive
Yorktown, Virginia 23692

Sealed Bids Will Be Received Until **2:00 P.M. Friday, January 30, 2004.**
At Which Time They Shall Be Opened In Public.

All Inquiries For Information Should Be Directed To: Louise Stokes, CPPB, Buyer II, Central Purchasing Office, Telephone: (757) 890-3680.

SEND BIDS DIRECTLY TO THE ISSUING AGENCY SHOWN ABOVE.

In Compliance With This Invitation For Bids And To All The Conditions Imposed Herein, The Undersigned Offers And Agrees to Furnish The Materials Described At the Prices Indicated In Section 14.0.

Name and Address of Firm:

Date: _____

By: _____

Signature in Ink

Title: _____

Print Name: _____

Telephone No.: _____

Federal Tax ID#: _____

Facsimile No.: _____

1.0 PURPOSE:

It is the intent of this formal Invitation for Bids (IFB) to procure a fully qualified Contractor, hereinafter the "Contractor" to provide Professional Grounds Maintenance Services for the County of York, Virginia, General Services, Grounds Maintenance Division. This contract is the result of a Competitive Bid Program and its use is for all York County offices and agencies, and the York County Public School Division, hereinafter collectively referred to as the ("Owner"). The contract may be awarded in part or in full.

The contract shall consist of a five (5) year contract beginning February 1, 2004 thru January 31, 2008. The contract may be terminated by the Owner or the Contractor provided a thirty (30) day written notice is given by either party.

2.0 SCOPE:

To furnish all equipment, labor, materials, supplies, supervision, and all else necessary to provide Professional Grounds Maintenance Services for individual projects located throughout York County. The landscape maintenance services will include, but not limited to, watering, weeding, mowing, mulching, fertilization of ornamental plants, corrective pruning, integrated pest management of trees, shrubs, ground covers, and flowers; and weed control in tree, shrub, ground cover, and flower beds, removal of dead plant material, and replacement of plant materials. These Professional Grounds Maintenance Services will be purchased on an individual project basis with the total amount varying from project to project. Prices quoted below shall be for varying quantities to be purchased for each job completed during the term of the contract.

The following are descriptions of selected project sites:

A.) Yorktown Village

1. **Administration Building-** 224 Ballard Street, Yorktown VA 23692
2. **York Hall-** 301 Main Street, Yorktown VA 23690
3. **York/Poquoson Courthouse/Finance Building Compound -**
York/Poquoson Courthouse 300 Ballard Street, Yorktown, VA 23692
Finance Building Compound 120 Alexander Hamilton Blvd., Yorktown VA 23692
4. **Yorktown Post Office-** 126 Ballard Street, Yorktown Va 23692
5. **Yorktown Waterfront –** Water Street, Yorktown, VA 23690

B) County Buildings

1. **County Operations Center-**
Building & Grounds Maintenance Shop- 1801 Wolftrap Rd., Yorktown VA 23693

Environmental & Developmental Services- 105 Service Dr.,
Grafton, VA 23692

Environmental & Developmental Services Annex

Building/Building Regulations & Codes Compliance- 103 Service
Drive, Grafton, VA 23692

General Services Building- 102 County Drive, Grafton, VA 23692

Parks & Recreation Building- 100 County Drive, Grafton, VA
23692

Public Safety Building- 301 Goodwin Neck Road, Grafton VA
23692

Vehicle Maintenance Shop- 201 Operations Drive, Grafton VA
23692

2. **Griffin-Yeates Center-** 1490 Government Road, Williamsburg, VA
3. **Tabb Library-** 100 Long Green Blvd., Tabb VA 23693
4. **Yorktown Library-** 8500 George Washington Memorial Hwy,
Yorktown VA 23692

C) County Parks

1. **Back Creek Park-** 3000 Goodwin Neck Road, Dandy VA 23696
2. **Charles Brown Park-** 1950 Old Williamsburg Road, Lackey VA
23690
3. **Chisman Creek Park-** 1314 Wolftrap Road, Grafton, VA 23692
4. **Kiln Creek Park –** 2901 Kiln Creek Parkway, Tabb VA 23693
5. **New Quarter Park-** 1000 Lakeshead Drive, Williamsburg, VA
23185
6. **Wolf Trap Park –** 1009 Wolftrap Road, Grafton, VA 23692

3.0 STANDARDS:

1. **Miss Utility:** Prior to work commencement, the Contractor is responsible for contacting Miss Utility, 1-800-552-7001, to locate all utility lines. Trees are to be located a minimum of 5' from utility lines. Fax the confirmation tickets from Miss Utility to the pertaining locality. On-site adjustments (within the locality's right of way/property) to plant locations may be necessary to avoid conflicts with utilities.

2. **Maintenance Services:** All Professional Grounds Maintenance Services shall be performed in a manner which maintains the integrity of the original design, and in accordance with **Standard Professional Grounds Maintenance Specifications** as described in Section **12.0**.
3. **Approval for Work Performed:** It is understood and agreed that the equipment, labor, supervision, materials, tools, supplies, service, and all else necessary shall be furnished and all work performed and completed under the direction and supervision of the Contractor and is subject to the approval of the Owner or its authorized representative.
4. **Integrated Pest Management:** Contractor shall include regular monitoring and tracking of pest populations as a central part of their Integrated Pest Management programs and shall provide regular written reports to identify existing pest conditions, and prescribed treatment.
5. **Written Maintenance Program:** Contractor shall submit a written maintenance program outlining recommended landscape maintenance for the contract period. Maintenance Program shall include the items outlined and shall conform to **Standard Professional Grounds Maintenance Specifications** outlined in Section 12.0.
6. **Service Report:** During the contract period, the Contractor shall submit (by fax, e-mail, or written copy) a bi-weekly site report for **work to be performed in the upcoming maintenance cycle**.

3.1 Guarantee:

All equipment, labor, supervision, materials, tools, supplies, service, plant material and all else necessary furnished by the Contractor, and all Professional Grounds Maintenance Services and Replacement Plant Installations involved in this bid shall be guaranteed by the Contractor free from defects owing to faulty materials, plant disease or infestation. Plant materials shall be replaced if fifty percent (50%) or more of the above ground portion is dead, dying, diseased, damaged, or infested. Dead plants are to be removed from the job site weekly and replaced as soon as the weather/season permits. The Contractor free of cost to the Owner shall replace all work, which proves defective, by reason of faulty material or workmanship within a period of one year any replacement plants shall be guaranteed for a period of one year following the date of replacement.

3.2 Familiarity With Proposed Work:

It is the responsibility of the Contractor, by careful personal examination of the site, to satisfy himself as to the nature and location of the work, the formation of the grounds, the location of the utilities of any nature, the soil, rock and foundation conditions, and the character, quality, and quantity of the materials which will be required.

4.0 TRAFFIC CONTROL:

Contractor must provide and obey all VDOT requirements for Traffic Control as dictated by the Manual on Uniform Traffic Control Devices (MUTCD) and the Virginia Work Area Protection Manual.

5.0 GENERAL TERMS AND CONDITIONS**5.1 MANDATORY USE OF FORM:**

All responses to an Invitation for Bids (IFB) must be submitted on and in accordance with this form. If more space is required to furnish a description of the good and/or services offered or delivery terms, Bidder may attach a letter hereto which will be made a part of the bid. All bids must be submitted in a sealed envelope plainly marked with the IFB number, date and time of bid opening.

5.2 OPENING DATE/TIME:

Bids and amendments thereto, or withdrawal of bids submitted, if received by Owner after the date and time specified for the scheduled bid opening, will not be considered. It will be the responsibility of Bidder to see that its bid is in the Purchasing office by the specified time and date. There will be no exceptions. Date of postmark will not be considered. Phone or telegraphic bids (including FAX) will not be accepted.

5.3 INCONSISTENCIES IN CONDITIONS:

In the event there are inconsistencies between the General Terms and Conditions and the Special Terms and Conditions, if any, and/or other schedules contained herein, the latter two shall take precedence.

5.4 CLARIFICATION OF TERMS:

Questions about the specifications or other solicitation documents, should be directed to the buyer whose name appears on the face of this solicitation. Any revisions to the solicitation will be made only by written addendum issued by the Owner.

5.5 TESTING/INSPECTION:

Owner reserves the right to conduct any test or inspection it may deem advisable to ensure that goods and services conform to the specifications.

5.6 INVOICES:

Invoices for goods or services ordered, delivered and accepted shall be submitted directly to the 'INVOICE TO:' address shown on the purchase order or contract. All invoices shall show the Contract number and/or purchase order number. Any payment terms requiring payment in less than thirty (30) days will be regarded as requiring payment thirty (30) days after invoice or delivery, whichever occurs last. However, this shall not affect offers or discounts for payment in less than thirty (30) days.

5.7 DEFAULT:

In the event of a default by Contractor, the Owner reserves the right to procure the goods and/or services from other sources, and hold the Contractor liable for any excess cost occasioned thereby. If, however, public necessity requires the use of materials or supplies not conforming to the specifications, they may be accepted and payment therefore shall be made at a proper reduction in price.

5.8 ETHICS IN PUBLIC CONTRACTING:

By submitting its bid, all Bidders certify that its bid is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with its bid, and that it has not conferred on any public employee having official responsibility for this procurement any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

5.9 ANTI-DISCRIMINATION:

By submitting its bids or proposals, Bidder certifies to the Owner that it will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, and Section 2.2-4311 of the Virginia Public Procurement Act which provides:

In every contract over \$10,000, the provisions of a. and b. below apply:

- a. During the performance of this Contract, the Contractor agrees as follows:

The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

Contractor, in all solicitations for advertisements for employees placed in behalf of Contractor, will state that Contractor is an equal opportunity employer.

Notices, advertisements and solicitations placed in accordance with Federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

- b. Contractor will include the provisions of a. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- c. In accordance with §2.2-4343.1 of the Code of Virginia, et. seq., the Owner shall not (i) discriminate against a faith-based organization as defined in Code of Virginia section 2.2-4343.1(B) on the basis of the organization's religious character or (ii) impose conditions that (a) restrict the religious

character of the faith-based organization, except as provided in subsection F of section 2.2-4343.1 the Code of Virginia, or (b) impair, diminish, or discourage the exercise of religious freedom by the recipients of such goods, services, or disbursements.

5.10 **IMMIGRATION REFORM AND CONTROL ACT OF 1986:**

Bidder certifies that it does not and will not during the performance of the Contract, violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

5.11 **INDEMNITY AGREEMENT:**

The following shall be deemed incorporated into any contract awarded as a consequence of this bid to the same extent as if fully set forth therein:

Contractor and all subcontractors shall bear all loss, expense (including reasonable attorney's fees) and damage in connection with, and shall indemnify Owner against and save Owner harmless from all claims, demands, and judgments made or recovered against Owner because of bodily injuries, including death at any time resulting there from, and/or because of damage to property, from any cause whatsoever, arising out of, incidental to, or in connection with the performance of the Contract whether or not due to any act of its or their employees, servants or agents and whether or not due to any act of omission or commission, including negligence, but excluding sole negligence, of Owner, its employees, servants, or agents. Compliance by Contractor with the insurance provisions hereof shall not relieve Contractor from liability under this provision.

Should Contractor, or any of its subcontractors use any of Owner's equipment, tools, employees, or facilities, such will be gratuitous and Contractor shall release Owner from and indemnify and save harmless Owner from and against any claims for personal injuries, including death, arising out of the use of any such equipment, tools, employees, or facilities, whether or not based upon the condition thereof or any alleged negligence of Owner in permitting the use thereof.

6.0 **INFORMATION FOR BIDDERS:**

- A. Prices should be stated in units of quantity specified, with packing and delivery to destination included; less Federal, State and local taxes.
- B. The time of proposed delivery must be stated in definite terms. If time of delivery for different commodities varies, the bidder shall so state.
- C. Samples, when requested, must be furnished free of expense, and if not destroyed will, upon request, be returned at the bidder's risk and expense.
- D. Bid must show unit price, amount and grand total. In case of error in the extension of prices, the unit price shall govern.

- E. Unless qualified by the provision "NO SUBSTITUTE", the use of the name of a manufacturer, brand, make or catalog designation in specifying an item does not restrict bidders to the manufacturer, brand, make or catalog designation identification. This is used simply to indicate the character, quality and/or performance equivalence of the commodity desired, but the commodity on which bids are submitted must be of such character, quality and/or performance equivalence that it will serve the purpose for which it is to be used equally as well as that specified. In submitting bids on a commodity other than as specified, bidder shall furnish complete data and identification with respect to the alternate commodity he proposes to furnish.

Consideration will be given to bids submitted on alternate commodities to the extent that such action is deemed to serve best the interests of the Owner. If the Bidder does not indicate that the commodity he proposes to furnish is other than specified, it will be construed to mean that the Bidder proposes to furnish the exact commodity described.

- F. Award will be made to the lowest responsible and responsive bidder. The quality of the articles to be supplied their conformity with the specifications, their suitability to the requirements of the Owner, and the delivery terms will be taken into consideration in making the award.
- G. The Owner reserves the right to award by item, groups of items or total bid; to reject any and all bids in whole or in part, and to waive any informality or technical defects if, in its judgment, the best interests of the Owner will be served.
- H. Cash discounts may be offered by bidder for prompt payment of bills. Such discount will not be taken into consideration in determining the low bidder but will be taken into consideration in awarding tie bids. The discount period will be computed from the date delivery is accepted at destination or from date correct invoice is received by the consignee, whichever is the later date.
- I. Acceptance of a bid by the Owner is not an order to ship.
- J. Each bid is received with the understanding that the acceptance in writing by the Owner of the offer to furnish any or all of the commodities and/or services described therein, shall constitute a contract between the bidder and the Owner, which shall bind the bidder on his part to furnish and deliver the articles quoted on at the prices stated and in accordance with the conditions of said accepted bid; and the Owner on its part to order from such bidder, except for causes beyond reasonable control; and to pay for, at the agreed prices, all articles specified and delivered.
- K. Any equipment delivered must be standard new equipment latest model, except as otherwise specifically stated in bid. Where any part or nominal appurtenances of

equipment is not described, it shall be understood that all the equipment and appurtenances which are usually provided in the manufacturer's stock model shall be furnished.

- L. The Contractor guarantees to save the Owner, its agents or employees, harmless from liability of any nature or kind, for use of any copyrighted or uncopied composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the contractor is not the patentee, assignee or licensee. This clause shall be deemed to be incorporated into any contract awarded as a consequence of this bid.
- M. All prices and notations must be in ink or typewritten. No erasures permitted. Mistakes may be crossed out and corrections made in ink adjacent and must be initialed and dated in ink by person signing quotations.
- N. All bids must be signed with the firm name and be signed by an officer or authorized employee of the firm. In the case of a corporation, the title of the officer signing must be stated and each officer must be duly authorized. In the case of a partnership, the signature of at least one of the partners must follow the firm name using the term "member of the firm" or "general partner".
- O. Verify your bid before submission as they cannot be withdrawn or corrected after being opened. Unless otherwise specified herein, bidder agrees to hold the price(s) for sixty (60) calendar days from bid opening date.
- P. If you do not bid, return this sheet and state reason. Otherwise your name may be removed from our mailing list.
- Q. Length of time for delivery as well as price may be considered in awarding of bid.

6.0 INSURANCE:

The Contractor shall carry insurance in the amount specified below, including the Contractual Liability assumed by the contractor and shall deliver certificates of insurance from carriers acceptable to the owner specifying such limits, along with a proper endorsement naming the "County of York, Virginia its Officers, Agents and Employees" as Additional Insured on a primary basis (Form No. GL-20-10) on applicable policy(s). The provisions of this paragraph shall be deemed included in the contract as if fully set out therein.

Worker's Compensation and Employer's Liability Coverage A - Statutory Requirement
Coverage B - \$100,000; \$100,000; \$500,000

Comprehensive Automobile Liability, including Owned, Non-Owned
Hired Car Coverage.

Limits of Liability - \$500,000 Per Occurrence Bodily Injury or Property Damage.

Commercial General Liability

Limits of Liability - \$500,000 Per Occurrence Bodily Injury or Property Damage.

Contractual Liability includes the Contractual liability assumed hereunder.

Completed Operations Insurance, to remain in full effect until the date of acceptance of the project by the Owner.

7.0 AWARD:

Owner will make the award to the lowest responsive and responsible bidder. Due consideration will be given to price, previous experience, and the ability of the bidder to render required services. Owner reserves the right to conduct any test it may deem advisable and to make all evaluations. Owner also reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the Owner to be in its best interest.

8.0 AWARD AND EXECUTION OF CONTRACT:Award of Contract:

The contract will be awarded or the bids rejected as soon as reasonably possible, but not later than sixty (60) days after the date of opening bids, unless the period for acceptance is otherwise extended at request of Owner and agreed to in writing by the bidder, or bidders.

8.1 Form of Contract:

An example of the proposed contract format is enclosed. Both parties shall execute this contract prior to approval by the County Attorney.

Copies of the Payment and Performance Bonds are also attached.

8.2 Entering Contract:

Upon award of the Contract to a bidder, such bidder shall enter into the Contract by signing the Contract and by furnishing the Bond(s) for faithful performance as prescribed herein and the Certificate of Insurance as prescribed, which are required to be procured by the Contractor within ten (10) calendar days after the date of the award or within such further time as the Owner may allow. All documents referred to are attached hereto.

No contract shall result from the submission of any bid and no liability shall accrue with respect thereto until a written contract and accompanying documents have been fully and completely executed on the part of the successful bidder and the Owner. However, failure by the successful bidder to enter into a written contract shall cause the successful bidder to forfeit the full amount of the bid guarantee to the Owner.

8.3 Execution of Documents:

All documents which the bidder is required to execute shall carry the signature of the president of the corporation, the corporate seal and shall be attested by the secretary of the corporation provided, however, if the board of directors of a corporation authorizes another officer to act for the corporation, then a sealed and attested copy of such authorization shall accompany the signature of such other officer. In the case of an individual, the individual to be bound shall sign; and in the case of a partnership, the signature of a partner shall bind the partnership; and in the event of a limited liability company, a member (or the manager, if any) shall sign.

8.4 Subcontracts:

Before making any subcontract, the Contractor must submit a written statement to the Owner, giving the name and address of the proposed subcontractor, the portion of the work and materials which he is to perform and furnish and a statement in writing from such subcontractor that he waives all rights to assert any claims, actual and/or consequential against the Owner allegedly arising from or growing out of any delays in the work schedule or any failure of the contractor to pay such subcontractor any sums owed by the contractor to such subcontractor.

If the Owner finds that the proposed subcontractor is qualified, he will so advise the Contractor in writing. The Owner may revoke approval of any subcontractor only for good cause. Notice of such revocation of approval will be given in writing to the Contractor by the Owner, and any work by said subcontractor shall immediately cease. If the Owner determines for good cause that a subcontractor is not qualified, Owner shall so notify Contractor, and Contractor shall not thereafter enter into any subcontract with the subcontractor in connection with the contract.

8.5 Separate Contracts:

The Owner reserves the right to let other contracts in connection with the project, the work under which will proceed simultaneously with the execution of this Contract. The Contractor shall afford other separate contractors reasonable opportunity for the introduction and storage of their materials and the execution of their work and the Contractor shall take all reasonable action to coordinate his work with theirs. If the work performed by the separate contractor is defective or so performed as to prevent the Contractor from carrying out his work according to the plans and specifications, the Contractor shall immediately notify the Owner upon discovering such conditions. Upon receiving notification, the Owner shall take such appropriate steps as are necessary to allow the Contractor to carry out his work under this Contract, and appropriate extensions of time and change orders shall be given to the Contractor for any delays and extra costs caused by the separate contractor's failure of proper performance.

9.0 **GENERAL PROCEDURE:**

After evaluation and award, the Owner through its Central Purchasing Office shall issue a "Notice of Award" to the successful offeror, citing the Contract Number assigned, time period covered, etc.

Individual requests for material/services shall be submitted to Purchasing by the requesting agencies on a Purchase Requisition. Individual Purchase Orders will be issued to the successful bidder referencing the contract number and specifics regarding pick-up or delivery of materials. No release of materials shall be authorized without the use of a purchase order number; either by the receipt of a written copy of the order or a telephone call from the Purchasing Office.

10.0 INFORMATION:

All bidders must supply information see Section 14.0 – 14.2. This bid shall be awarded only to a responsible bidder, qualified to provide the work specified. The bidder must submit the company profile information in Section 15.0 – 15.6 with their bid. Bidder may fill out the requested information on the attached forms, or submit as an attachment. Failure to submit requested information may result in bidder's bid being considered non-responsive. Additional typewritten sheets may be attached to this form if necessary.

11.0 EXCEPTIONS:

The bidder shall list on a separate sheet of paper any variations from, or exceptions to, the specifications of this bid. This sheet will be labeled, "Exception(s) to Bid Specifications," and shall be attached to the bid.

12.0 STANDARD PROFESSIONAL GROUNDS MAINTENANCE SPECIFICATIONS:

During the contract period, Professional Grounds Maintenance shall be performed as described below.

PRUNING:

1. General Pruning Operations

- A. Ornamental trees up to 20' in height, and all ornamental shrubs will be pruned in accordance with the *Virginia Cooperative Extension* as outlined in *publication 430-456 Pruning Deciduous Trees*, *publication 430-457 Pruning Evergreen Trees*, and *publication 430-459 Pruning Shrubs*, and/or in accordance with the *Standard Practices of Pruning ANSI A300 and ANSI Z1333.1*.
- B. Preference will be given to contractor providing a supervisor, who holds a four-year college degree in an Arboriculture or Horticulture curriculum, is a certified member of the International Society of Arboriculture and the Virginia Nursery and Landscape Association. Degree and certification to be provided.
- C. Individuals professionally trained in tree, shrub and ornamental plant pruning shall perform tree pruning. Preference will be given to contractor providing supervisor who is an I.S.A. certified Arborist. Certification to be provided.
- D. All dead, dying, broken and/or diseased plant material, as well as water sprouts and sucker growth, shall be removed regularly as the situation occurs. Branches and plant material that interfere with walkways,

entryways and signage, shall be removed regularly as the situation occurs.

- E. All walks, pavements and roadways shall be swept or blown clean upon completion of the days work, and all debris resulting from pruning must be removed from the site immediately upon completion of the days work.

2. Shrub Maintenance

- A. All ornamental shrubs shall be thinned and pruned selectively with hand pruners and/or loppers to maintain size and allow them to grow in a natural state. **Shearing of shrubs is prohibited.**
- B. Special attention should be given to boarder plantings. Pruning of these shrubs should not limit their effectiveness to shield utilities, fencing, etc. However, pruning is to be performed to maintain health, vigor, size, and natural shape of plant. No plant shall be reduced by more than 1/3 the whole.
- C. The schedule for pruning shall be in accordance with the *Virginia Cooperative Extension Calendar for Pruning Landscape Trees and Shrubs for the Peninsula*. **Pruning** of most ornamental shrubs will take place (2) times per year in January/February with a light pruning in June/July if required. Spring blooming shrubs shall be pruned in late spring (April /May) or **after** they complete their bloom cycle.

3. Tree Maintenance

- A. Deciduous trees up to 20' shall receive corrective pruning to remove damaged wood and rubbing branches (1) time per year during the winter months January, February or March (during the dormant season), in an effort to train and shape young or newly planted trees and to maintain their healthy state.
- B. Evergreen trees shall be allowed to grow in their natural form. Pruning of evergreen trees will consist of removal of dead, diseased, and damaged branches only. Any additional corrective pruning requires prior approval from the Owners designated Project Representative.
- C. All flowering trees are to be pruned **only after** their bloom cycles are complete.
- D. *Pruning of Crepe Myrtle will require prior approval from the Owner's designated Project Representative.

4. Ornamental Grasses, Perennials, and Groundcovers

- A. Ornamental grasses shall be cut back one (1) time per year in the months of February/March, and pruned throughout the growing season to maintain a neat and healthy appearance.
- B. Flowering perennials are to be cut back one (1) time per year in the months of February/March, and shall be deadheaded and pruned

throughout the growing season as required to maintain a neat and healthy appearance.

- C. Groundcovers are to be edged and pruned as required to contain them within their borders, and maintain their low growing habit throughout the growing season. Evergreen groundcovers shall be cut back in late winter as required to establish a healthy appearance.

5. Wildflower Area

- A. Prune as authorized and specified by the Owner's designated Project Representative only.
- B. Mowing shall occur in September/October. All the Wildflowers shall be cut to a 4" height. **Do not remove debris**

II. FERTILIZATION:

1. General Fertilization Operations:

- A. Fertilization of ornamental trees and shrubs shall be performed in accordance with **Virginia Cooperative Extension as outlined in publication 430-018** and /or with *ANSI A300 Part 2 Tree, Shrub, and Other Woody Plant Maintenance Standard Practices*.
- B. Fertilization of Turf shall be in accordance with the *Virginia Cooperative Extension's publication 430-11, Lawn Fertilization in Virginia* for specific recommendations.
- C. A professionally trained individual, currently certified with the **Virginia Department of Agriculture and Consumer services as a Certified Commercial Pesticide Application, category 3**, shall perform fertilization. Certification must be provided.
- D. The Contractor shall collect soil samples for diagnosis at a research laboratory, and will supply an the Owners designated Project representative with a soil analysis report for the property where fertilization is to occur. Diagnostic report must include the following: ph, N,P,K, CA, Mg, Fe, CEC, OM%, Na and soluble salts. The report must accurately depict corrective action and will make recommendation for a prescription fertilization program to correct any deficiencies. The contractor shall supply the Owners designated Project representative with the Soil Analysis Report and fertilization plan in January.
- E. The Contractor shall take full responsibility for the replacement of shrubs, trees, groundcovers, flowers and turf grass, without limitation, that have been damaged by improper application or lack of timely application of nutrients that are necessary to maintain healthy plant material.

2. Tree Fertilization

- A. All ornamental trees under 20' shall be fertilized one (1) time per year in the month of March.
- B. Deciduous trees shall be fertilized with a complete, slow released fertilizer with Nitrogen, Phosphoric acid and Potash at a ratio of 3-1-2 or

3-1-1, at a rate of 3-6 pounds of N/1000ft² using the most effective method of application.

- C. Evergreen trees shall be fertilized with a complete, slow released fertilizer with Nitrogen, Phosphoric acid and Potash at a ratio of 3-1-2 or 3-1-1, at a rate of 1-3 pounds of N /1000ft² using the most effective methods of application.
- D. The preferred method is water-soluble fertilizer application with a pressurized shallow soil injection system. Fertilizer will be applied evenly from trunk to drip line. Fertilizer recommendations and applications methods to be used shall be approved by the owner.
- E. The Contractor will furnish all labels of all fertilizers being used with this contract.

3. Shrub and Groundcover Fertilization

- A. Evergreen shrubs and groundcovers shall be fertilized with a complete, slow released fertilizer with Nitrogen, Phosphoric acid and Potash at a ratio of 3-1-2 or 3-1-1, at a rate of 1-3 pounds of N /1000ft² using the most effective methods of application each spring during the mulching period.
- B. Evergreen shrubs shall be fertilized with a complete, slow released fertilizer with Nitrogen, Phosphoric acid and Potash at a ratio of 3-1-2 or 3-1-1, at a rate of 1-3 pounds of N /1000ft² using the most effective methods of application each spring during the mulching season.
- C. Acid loving plants shall be fertilized with an ericaceous fertilizer, i.e. Hollytone, at the manufacturer's recommended rate each spring during the mulching season.
- D. The Contractor will furnish all labels of all fertilizers being used with this contract.

III. INTEGRATED PEST MANAGEMENT:

1. General Pest Management

- A. Pest Management, monitoring, for insect and disease related problems shall be performed by a professionally trained individual currently certified with the **Virginia Department of Agriculture and Consumer Services as a Certified Commercial Pesticide Application, category 3**. Certification must be provided.
- B. Chemical application for insect and disease related problems shall be made by individual currently certified with **the Virginia Department of Agriculture and Consumer Services as a Certified Commercial Pesticide Application, category 3**.
- C. Contractor shall provide the Owner's designated Project Representative with a written pest management program with a brief description of what can be expected with each scheduled inspection and any routine preventatives they intend to use (i.e. Dormant Oil).

- D. The Contractor shall furnish all labels for chemicals being used in conjunction with this contract.
- E. The Contractor shall take full responsibility for the replacement of shrubs, trees, groundcovers, flowers and turf grass, without limitation, that have been damaged by improper chemical application or lack of timely chemical applications that are necessary to maintain healthy plant material.

2. Ornamental Shrubs and Trees

- A. The Contractor will monitor all ornamental shrubs and trees under 25' six (6) times per year in the months of March, April, May, June, July, and October for insects, and disease related problems.
- B. The Contractor shall provide a treatment plan, which will identify any insect or disease, related problems identified at time of inspection, and any methods for control intended to be administered.

IV. EDGING

- A. Prior to Mulching, Edging at shrub beds, flower beds, groundcover beds, and around tree rings shall be edged with a manual or mechanical edger to a neat vertical uniform line (or "V" shaped trench) to deter weed encroachment from adjacent vegetated areas. Turf shall be edged 12" out from drip line of shrubs, groundcovers and flowerbeds. Clean bed edges shall be maintained by edging with manual or mechanical edger one (1) time per month during the growing season.
- B. Dirt and debris produced by edging shall be removed completely from site each day, following completion of work.
- C. Edging shall be done in such a way as to not damage tree or shrub roots.
- D. Edging shall be done in such a way as to not damage property including but not limited to: irrigation system, paver blocks, concrete, or any other hard surface material. The Contractor shall be responsible for repairing damage to any of these items caused by maintenance operations.

V. WEED CONTROL OF PLANT BEDS AND LANDSCAPE AREAS

1. General Weed Control:

- A. Chemical applications of pre-emergent herbicide and post-emergent herbicide shall be made by individual currently certified with the

**Virginia Department of Agriculture and Consumer Services as a
Certified Commercial Pesticide Application, category 3.**

- B.** The Contractor shall furnish all labels for chemicals being used in conjunction with this contract.
- C.** The Contractor shall take full responsibility for the replacement of shrubs, trees, groundcovers, flowers and turf grass, without limitation., that have been damaged by improper application of herbicides.

2. Ornamental Landscape and Hard Surface Areas

- A.** Ornamental shrub, and flower beds, and tree rings shall be weeded on a continuous basis throughout the growing season to maintain a neat, weed free appearance at all times. This is to include any vegetation that is visibly present when contractor is on the property. This will be performed through the use of pre-emergent herbicide prior to mulching and post-emergent herbicide and hand weeding on continuous basis.
- B.** Weeds shall be controlled in hard surface areas (walks, curbs, pavement) by using non-selective post emergent and/or pre-emergent herbicide on a continuous basis throughout the growing season. This is to include any vegetation that is visibly present when contractor is on the property.
- C.** No herbicides with ingredients producing visible color or added coloring agents shall be used where staining of concrete, curbing, walkways or any other surface area can occur.

VI. TURF MAINTENANCE

1. Mowing

- A.** Mowing will be at three (3) inches from June to August and two and a half (2.5) inches in the spring and fall.
- B.** Mowing will be performed 35 times a year (once each calendar week) from 7:00 a.m. to 4:30 p.m. Monday through Friday beginning March 15th and ending late November.

2. Trimming

- A. Trimming will be performed around all bed edges, buildings, benches, polls, posts, and site fixtures with each mowing visit to the specified mowing height.

3. Edging

- A. Edging will be performed on all walks and curbs with a mechanical “stick” edger with a metal blade.

4. Clean up

- A. Grass Clippings will be removed immediately from walks, curbs, turf areas and roadways after each mowing visit.

VII. MULCH SUPPLY AND INSTALLATION SPECIFICATIONS

3. Mulch Material

- A. Contractor shall supply **Grade A, Double “Shredded Hardwood Bark” Mulch**, one or more years old. It shall be uniformly shredded, of uniform brown color and free of twigs, leaves, and materials injurious to plant growth. The use of shredded bark from the American Elm (*Ulmus Americana*) will not be permitted.
- B. Prior to application, Contractor shall provide a sample of the mulch to the Owner’s designated Project Representative for approval.

4. Mulch Application

- A. Mulch shall be applied over all tree rings, shrub beds and groundcover areas one (1) time per year during the winter months February/March.
- B. Mulch will be applied uniformly in 2 ½”–3” thickness over all areas.
- C. All areas to be mulched are to be free of all weeds prior to mulching.
- D. If existing mulch thickness is more than four (4) inches, existing mulch must be removed prior to mulching.
- E. Mulch shall be kept 3” away from trunks and stems of existing trees and shrubs.
- F. Fertilizer and pre-emergent herbicides shall be in place prior to mulching.

VIII. LEAF REMOVAL:

- A. Leaf removal will be performed one (1) time per month October through February . Leaves will be removed from all tree and shrub beds and groundcover beds with each visit or until leaf disbursement cease.
- B. All walks, pavements and roadways shall be swept or blown clean upon completion of the days work, and all debris resulting from leaf removal must be removed from the site immediately upon completion of the days work.
- C. Natural leaf drop in natural wooded areas will not need to be removed.

IX. PROPERTY CLEANUP:

- A. Remove all paper, plastic, metal, trash or other debris, and accumulated leaves, fallen branches or other material from the site prior to each operation.
- B. All walks, pavements, and roadways shall be swept or blown clean upon completion of the day's work, and all debris resulting from the days work must be removed from the site immediately upon completion of the day's work.
- C. The site will receive a general clean up monthly including the winter months. Clean up includes cleaning curbs and parking areas of landscape debris, and removing all trash and unwanted debris from landscaped areas.

13.0 SPECIAL CONDITIONS

The successful bidder shall use the pricing schedule below to submit a completed Professional Grounds Maintenance Cost Schedule for the work to be performed under this contract. The work to be performed is listed by the following categories: Pruning, IPM & Fertilization, Routine Grounds Maintenance, and Mowing to be priced by individual site. The total cost of the items on the Professional Grounds Maintenance Cost Schedule shall equal the accepted total bid price for each individual site.

After each monthly cycle, the Contractor shall submit to the Contract Office a statement of work performed during the preceding cycle, claiming the dollar value of that work in accordance with the Professional Grounds Maintenance Cost Schedule. For work items partially completed, the Contractor shall be paid for the percentage of the work actually completed. The Owner shall make payment of monies earned within thirty days after receipt of the monthly statement. A "unit cost" credit will be given the Owner for activities performed less frequently.

14.0 PRICING SCHEDULE:

Bidder agrees to provide the service and product in compliance with the Specifications, Scope of Work and Terms and Conditions contained herein.

Bidder shall provide unit prices using the Professional Grounds Maintenance Cost Schedule below. All prices should include materials and specifications as described in Section 12.0.

SITE	DESCRIPTION OF ACTIVITIES	ESTIMATED CYCLES	ONE TIME COST	ANNUAL COST
YORKTOWN VILLAGE				
Administration Building	Pruning: Deciduous Trees <5" cal.	1		
	Pruning: Shrubs	2		
	Pruning: Ornamental Grasses	0		
	Pruning: Groundcovers & Perennials	1		
York Hall	Pruning: Deciduous Trees <5" cal.	1		
	Pruning: Shrubs	2		
	Pruning: Ornamental Grasses	1		
	Pruning: Groundcovers & Perennials	1		
York/Poquoson Courthouse/ Finance Building	Pruning: Deciduous Trees <5" cal.	1		
	Pruning: Shrubs	2		
	Pruning: Ornamental Grasses	0		
	Pruning: Groundcovers & Perennials	1		
Yorktown Post Office	Pruning: Deciduous Trees <5" cal.	1		
	Pruning: Shrubs	2		
	Pruning: Ornamental Grasses	0		
	Pruning: Groundcovers & Perennials	1		
Yorktown Waterfront	Pruning: Deciduous Trees <5" cal.	1		
	Pruning: Shrubs	2		
	Pruning: Ornamental Grasses	1		
	Pruning: Groundcovers & Perennials	2		
SITE	DESCRIPTION OF ACTIVITIES	ESTIMATED CYCLES	ONE TIME COST	ANNUAL COST
COUNTY BUILDINGS				
COUNTY OPERATIONS CENTER – To include all properties listed below:				
Building & Grounds Maintenance Shop	Pruning: Deciduous Trees <5" cal.	1		
Environmental & Developmental Svcs	Pruning: Shrubs	2		
Environmental & Developmental Svcs	Pruning: Ornamental Grasses	0		
Annex Building/Building Regulations & Codes Compliance	Pruning: Groundcovers & Perennials	2		
General Services Building				

Parks & Recreation Building				
Public Safety Building				
Vehicle Maintenance Shop				
Griffin-Yeates Center	Pruning: Deciduous Trees <5" cal.	1		
	Pruning: Shrubs	2		
	Pruning: Ornamental Grasses	0		
	Pruning: Groundcovers & Perennials	2		
Tabb Library	Pruning: Deciduous Trees <5" cal.	1		
	Pruning: Shrubs	2		
	Pruning: Ornamental Grasses	0		
	Pruning: Groundcovers & Perennials	2		
Yorktown Library	Pruning: Deciduous Trees <5" cal.	1		
	Pruning: Shrubs	2		
	Pruning: Ornamental Grasses	0		
	Pruning: Groundcovers & Perennials	2		
COUNTY PARKS				
Back Creek Park	Pruning: Deciduous Trees <5" cal.	1		
	Pruning: Shrubs	2		
	Pruning: Ornamental Grasses	0		
	Pruning: Groundcovers & Perennials	2		
Charles Brown Park	Pruning: Deciduous Trees <5" cal.	1		
	Pruning: Shrubs	2		
	Pruning: Ornamental Grasses	0		
	Pruning: Groundcovers & Perennials	2		
Chisman Creek Park	Pruning: Deciduous Trees <5" cal.	1		
	Pruning: Shrubs	2		
	Pruning: Ornamental Grasses	0		
	Pruning: Groundcovers & Perennials	2		
Kiln Creek Park	Pruning: Deciduous Trees <5" cal.	1		
	Pruning: Shrubs	2		
	Pruning: Ornamental Grasses	0		
	Pruning: Groundcovers & Perennials	2		
New Quarter Park	Pruning: Deciduous Trees <5" cal.	1		
	Pruning: Shrubs	2		
	Pruning: Ornamental Grasses	0		
	Pruning: Groundcovers & Perennials	2		
SITE	DESCRIPTION OF ACTIVITIES	ESTIMATED CYCLES	ONE TIME COST	ANNUAL COST
Wolf Trap Park	Pruning: Deciduous Trees <5" cal.	1		
	Pruning: Shrubs	2		
	Pruning: Ornamental Grasses	0		
	Pruning: Groundcovers & Perennials	2		

IPM & FERTILIZATION				
SITE	DESCRIPTION OF ACTIVITIES	ESTIMATED CYCLES	ONE TIME COST	ANNUAL COST
YORKTOWN VILLAGE				
Administration Building	Fertilization: Trees < 5" cal.	1		
	Fertilization: Shrubs	1		
	Fertilization: Groundcovers & Perennials	1		
	Insect & Disease Control: IPM Scout	6		
	Insect & Disease Control: Trees < 5" cal	2		
	Insect & Disease Control: Groundcovers & Perennials	0		
	Insect & Disease Control: Dormant Oil	1		
York Hall	Fertilization: Trees < 5" cal.	1		
	Fertilization: Shrubs	1		
	Fertilization: Groundcovers & Perennials	1		
	Insect & Disease Control: IPM Scout	6		
	Insect & Disease Control: Trees < 5" cal	2		
	Insect & Disease Control: Groundcovers & Perennials	0		
	Insect & Disease Control: Dormant Oil	1		
York/Poquoson Courthouse/ Finance Building Compound	Fertilization: Trees < 5" cal.	1		
	Fertilization: Shrubs	1		
	Fertilization: Groundcovers & Perennials	1		
	Insect & Disease Control: IPM Scout	6		
SITE	DESCRIPTION OF ACTIVITIES	ESTIMATED CYCLES	ONE TIME COST	ANNUAL COST
York/Poquoson Courthouse/ Finance Building Compound (Cont.)	Insect & Disease Control: Trees < 5" cal	2		
	Insect & Disease Control: Groundcovers & Perennials	0		
	Insect & Disease Control: Dormant Oil	1		

Yorktown Post Office	Fertilization: Trees < 5" cal.	1		
	Fertilization: Shrubs	1		
	Fertilization: Groundcovers & Perennials	0		
	Insect & Disease Control: IPM Scout	6		
	Insect & Disease Control: Trees < 5" cal	2		
	Insect & Disease Control: Groundcovers & Perennials	0		
	Insect & Disease Control: Dormant Oil	1		
Yorktown Waterfront	Fertilization: Trees < 5" cal.	1		
	Fertilization: Shrubs	1		
	Fertilization: Groundcovers & Perennials	1		
	Insect & Disease Control: IPM Scout	6		
	Insect & Disease Control: Trees < 5" cal	2		
	Insect & Disease Control: Groundcovers & Perennials	0		
	Insect & Disease Control: Dormant Oil	1		
COUNTY BUILDINGS				
COUNTY OPERATIONS CENTER				
Building & Grounds Maintenance Shop	Fertilization: Trees < 5" cal.	1		
Environmental & Developmental Svcs	Fertilization: Shrubs	1		
Environmental & Developmental Svcs	Fertilization: Groundcovers & Perennials	1		
Annex Building/Building Regulations	Insect & Disease Control: IPM Scout	6		
& Codes Compliance	Insect & Disease Control: Trees < 5" cal	2		
General Services Building	Insect & Disease Control: Groundcovers & Perennials	0		
Parks & Recreation Building	Insect & Disease Control: Dormant Oil	1		
Public Safety Building				
Vehicle Maintenance Shop				

SITE	DESCRIPTION OF ACTIVITIES	ESTIMATED CYCLES	ONE TIME COST	ANNUAL COST
Griffin-Yeates Center	Fertilization: Trees < 5" cal.	1		
	Fertilization: Shrubs	1		
	Fertilization: Groundcovers & Perennials	1		
	Insect & Disease Control: IPM Scout	6		
	Insect & Disease Control: Trees < 5" cal	2		
	Insect & Disease Control: Groundcovers & Perennials	0		
	Insect & Disease Control: Dormant Oil	1		
Tabb Library	Fertilization: Trees < 5" cal.	1		
	Fertilization: Shrubs	1		
	Fertilization: Groundcovers & Perennials	1		
	Insect & Disease Control: IPM Scout	6		
	Insect & Disease Control: Trees < 5" cal	2		
	Insect & Disease Control: Groundcovers & Perennials	0		
	Insect & Disease Control: Dormant Oil	1		
Yorktown Library	Fertilization: Trees < 5" cal.	1		
	Fertilization: Shrubs	1		
	Fertilization: Groundcovers & Perennials	1		
	Insect & Disease Control: IPM Scout	6		
	Insect & Disease Control: Trees < 5" cal	2		
	Insect & Disease Control: Groundcovers & Perennials	0		
	Insect & Disease Control: Dormant Oil	1		
COUNTY PARKS				
Back Creek Park	Fertilization: Trees < 5" cal.	1		
	Fertilization: Shrubs	1		
	Fertilization: Groundcovers & Perennials	1		
	Insect & Disease Control: IPM Scout	6		

	Insect & Disease Control: Trees < 5" cal	2		
SITE	DESCRIPTION OF ACTIVITIES	ESTIMATED CYCLES	ONE TIME COST	ANNUAL COST
Back Creek Park (Cont.)	Insect & Disease Control: Groundcovers & Perennials	0		
	Insect & Disease Control: Dormant Oil	1		
Charles Brown Park	Fertilization: Trees < 5" cal.	1		
	Fertilization: Shrubs	1		
	Fertilization: Groundcovers & Perennials	1		
	Insect & Disease Control: IPM Scout	6		
	Insect & Disease Control: Trees < 5" cal	2		
	Insect & Disease Control: Groundcovers & Perennials	0		
	Insect & Disease Control: Dormant Oil	1		
Chisman Creek Park	Fertilization: Trees < 5" cal.	1		
	Fertilization: Shrubs	1		
	Fertilization: Groundcovers & Perennials	1		
	Insect & Disease Control: IPM Scout	6		
	Insect & Disease Control: Trees < 5" cal	2		
	Insect & Disease Control: Groundcovers & Perennials	0		
	Insect & Disease Control: Dormant Oil	1		
Kiln Creek Park	Fertilization: Trees < 5" cal.	1		
	Fertilization: Shrubs	1		
	Fertilization: Groundcovers & Perennials	1		
	Insect & Disease Control: IPM Scout	6		
	Insect & Disease Control: Trees < 5" cal	2		
	Insect & Disease Control: Groundcovers & Perennials	0		
	Insect & Disease Control: Dormant Oil	1		
New Quarter Park	Fertilization: Trees < 5" cal.	1		
	Fertilization: Shrubs	1		
	Fertilization: Groundcovers & Perennials	1		

	Insect & Disease Control: IPM Scout	6		
SITE	DESCRIPTION OF ACTIVITIES	ESTIMATED CYCLES	ONE TIME COST	ANNUAL COST
New Quarter Park (Cont.)	Insect & Disease Control: Trees < 5" cal	2		
	Insect & Disease Control: Groundcovers & Perennials	0		
	Insect & Disease Control: Dormant Oil	1		
Wolf Trap Park	Fertilization: Trees < 5" cal.	1		
	Fertilization: Shrubs	1		
	Fertilization: Groundcovers & Perennials	1		
	Insect & Disease Control: IPM Scout	6		
	Insect & Disease Control: Trees < 5" cal	2		
	Insect & Disease Control: Groundcovers & Perennials	0		
	Insect & Disease Control: Dormant Oil	1		

ROUTINE GROUNDS MAINTENANCE

SITE	DESCRIPTION OF ACTIVITIES	ESTIMATED CYCLES	ONE TIME COST	ANNUAL COST
YORKTOWN VILLAGE	Edging of Trees & Landscape Beds	10		
Administration Bldg.	Weed Control: Pre-Emergence	2		
	Weed Control: Post-Emergence	35		
	Mulching: February/Early March	1		
	Leaf Removal	5		
	Weed Control: Of interlock pavement & expansion joints, and cracks in asphalt and/concrete pavement, brick paver, etc.	35		
	Misc. Debris Control: Power blow all brick and pavement and asphalt within project limits to keep walkways free from fiber, mulch, soil, rock and any other debris.	52		
	Litter Removal: Trash & cigarette butts removed from entire site	52		
York Hall	Edging of Trees & Landscape Beds	10		
	Weed Control: Pre-Emergence	2		

	Weed Control: Post-Emergence	35		
	Mulching: February/Early March	1		
	Leaf Removal	5		
SITE	DESCRIPTION OF ACTIVITIES	ESTIMATED CYCLES	ONE TIME COST	ANNUAL COST
York Hall (Cont.)	Weed Control: Of interlock pavement & expansion joints, and cracks in asphalt and/concrete pavement, brick paver, etc.	35		
	Misc. Debris Control: Power blow all brick and pavement and asphalt within project limits to keep walkways free from fiber, mulch, soil, rock and any other debris.	52		
	Litter Removal: Trash & cigarette butts removed from entire site	52		
York/Poquoson Courthouse/	Edging of Trees & Landscape Beds	10		
Finance Building	Weed Control: Pre-Emergence	2		
	Weed Control: Post-Emergence	35		
	Mulching: February/Early March	1		
	Leaf Removal	5		
	Weed Control: Of interlock pavement & expansion joints, and cracks in asphalt and/concrete pavement, brick paver, etc.	35		
	Misc. Debris Control: Power blow all brick and pavement and asphalt within project limits to keep walkways free from fiber, mulch, soil, rock and any other debris.	52		
	Litter Removal: Trash & cigarette butts removed from entire site	52		
Yorktown Post Office	Edging of Trees & Landscape Beds	10		
	Weed Control: Pre-Emergence	2		
	Weed Control: Post-Emergence	35		
	Mulching: February/Early March	1		
	Leaf Removal	5		
	Weed Control: Of interlock pavement & expansion joints, and cracks in asphalt and/concrete pavement, brick paver, etc.	35		
	Misc. Debris Control: Power blow all brick and pavement and asphalt within project limits to keep walkways free from fiber, mulch, soil, rock and any other debris.	52		
	Litter Removal: Trash & cigarette butts removed from entire site	52		
Yorktown Waterfront	Edging of Trees & Landscape Beds	10		

	Weed Control: Pre-Emergence	2		
	Weed Control: Post-Emergence	35		
	Mulching: February/Early March	1		
	Leaf Removal	5		
SITE	DESCRIPTION OF ACTIVITIES	ESTIMATED CYCLES	ONE TIME COST	ANNUAL COST
Yorktown Waterfront (cont.)	Weed Control: Of interlock pavement & expansion joints, and cracks in asphalt and/concrete pavement, brick paver, etc.	35		
	Misc. Debris Control: Power blow all brick and pavement and asphalt within project limits to keep walkways free from fiber, mulch, soil, rock and any other debris.	52		
	Litter Removal: Trash & cigarette butts removed from entire site	52		
COUNTY BUILDINGS				
COUNTY OPERATIONS CENTER				
Building & Grounds Maintenance Shop	Edging of Trees & Landscape Beds	10		
Environmental & Developmental Svcs	Weed Control: Pre-Emergence	2		
Environmental & Developmental Svcs	Weed Control: Post-Emergence	35		
Annex Building/Building Regulations	Mulching: February/Early March	1		
& Codes Compliance	Leaf Removal	5		
General Services Building	Weed Control: Of interlock pavement & expansion joints, and cracks in asphalt and/concrete pavement, brick paver, etc.	35		
Parks & Recreation Building	Misc. Debris Control: Power blow all brick and pavement and asphalt within project limits to keep walkways free from fiber, mulch, soil, rock and any other debris.	52		
Public Safety Building	Litter Removal: Trash & cigarette butts removed from entire site	52		
Vehicle Maintenance Shop				
Griffin-Yeates Center	Edging of Trees & Landscape Beds	10		
	Weed Control: Pre-Emergence	2		
	Weed Control: Post-Emergence	35		
	Mulching: February/Early March	1		
	Leaf Removal	5		
	Weed Control: Of interlock pavement & expansion joints, and cracks in asphalt and/concrete pavement, brick paver, etc.	35		
	Misc. Debris Control: Power blow all brick and pavement and asphalt within project limits to keep walkways free from fiber, mulch, soil, rock and any other debris.	52		

	Litter Removal: Trash & cigarette butts removed from entire site	52		
SITE	DESCRIPTION OF ACTIVITIES	ESTIMATED CYCLES	ONE TIME COST	ANNUAL COST
Tabb Library	Edging of Trees & Landscape Beds	10		
	Weed Control: Pre-Emergence	2		
	Weed Control: Post-Emergence	35		
	Mulching: February/Early March	1		
	Leaf Removal	5		
	Weed Control: Of interlock pavement & expansion joints, and cracks in asphalt and/concrete pavement, brick paver, etc.	35		
	Misc. Debris Control: Power blow all brick and pavement and asphalt within project limits to keep walkways free from fiber, mulch, soil, rock and any other debris.	52		
	Litter Removal: Trash & cigarette butts removed from entire site	52		
Yorktown Library	Edging of Trees & Landscape Beds	10		
	Weed Control: Pre-Emergence	2		
	Weed Control: Post-Emergence	35		
	Mulching: February/Early March	1		
	Leaf Removal	5		
	Weed Control: Of interlock pavement & expansion joints, and cracks in asphalt and/concrete pavement, brick paver, etc.	35		
	Misc. Debris Control: Power blow all brick and pavement and asphalt within project limits to keep walkways free from fiber, mulch, soil, rock and any other debris.	52		
	Litter Removal: Trash & cigarette butts removed from entire site	52		
COUNTY PARKS				
Back Creek Park	Edging of Trees & Landscape Beds	10		
	Weed Control: Pre-Emergence	2		
	Weed Control: Post-Emergence	35		
	Mulching: February/Early March	1		
	Leaf Removal	5		
	Weed Control: Of interlock pavement & expansion joints, and cracks in asphalt and/concrete pavement, brick paver, etc.	35		

	Misc. Debris Control: Power blow all brick and pavement and asphalt within project limits to keep walkways free from fiber, mulch, soil, rock and any other debris.	52		
	Litter Removal: Trash & cigarette butts removed from entire site	52		
SITE	DESCRIPTION OF ACTIVITIES	ESTIMATED CYCLES	ONE TIME COST	ANNUAL COST
Back Creek Park (Cont.)	Litter Removal: Trash & cigarette butts removed from entire site	52		
Charles Brown Park	Edging of Trees & Landscape Beds	10		
	Weed Control: Pre-Emergence	2		
	Weed Control: Post-Emergence	35		
	Mulching: February/Early March	1		
	Leaf Removal	5		
	Weed Control: Of interlock pavement & expansion joints, and cracks in asphalt and/concrete pavement, brick paver, etc.	35		
	Misc. Debris Control: Power blow all brick and pavement and asphalt within project limits to keep walkways free from fiber, mulch, soil, rock and any other debris.	52		
	Litter Removal: Trash & cigarette butts removed from entire site	52		
Chisman Creek Park	Edging of Trees & Landscape Beds	10		
	Weed Control: Pre-Emergence	2		
	Weed Control: Post-Emergence	35		
	Mulching: February/Early March	1		
	Leaf Removal	5		
	Weed Control: Of interlock pavement & expansion joints, and cracks in asphalt and/concrete pavement, brick paver, etc.	35		
	Misc. Debris Control: Power blow all brick and pavement and asphalt within project limits to keep walkways free from fiber, mulch, soil, rock and any other debris.	52		
	Litter Removal: Trash & cigarette butts removed from entire site	52		
Kiln Creek Park	Edging of Trees & Landscape Beds	10		
	Weed Control: Pre-Emergence	2		
	Weed Control: Post-Emergence	35		
	Mulching: February/Early March	1		
	Leaf Removal	5		

	Weed Control: Of interlock pavement & expansion joints, and cracks in asphalt and/concrete pavement, brick paver, etc.	35		
	Misc. Debris Control: Power blow all brick and pavement and asphalt within project limits to keep walkways free from fiber, mulch, soil, rock and any other debris.	52		
Kiln Creek Park (Cont.)	Litter Removal: Trash & cigarette butts removed from entire site	52		
New Quarter Park	Edging of Trees & Landscape Beds	10		
	Weed Control: Pre-Emergence	2		
	Weed Control: Post-Emergence	35		
	Mulching: February/Early March	1		
	Leaf Removal	5		
	Weed Control: Of interlock pavement & expansion joints, and cracks in asphalt and/concrete pavement, brick paver, etc.	35		
	Misc. Debris Control: Power blow all brick and pavement and asphalt within project limits to keep walkways free from fiber, mulch, soil, rock and any other debris.	52		
	Litter Removal: Trash & cigarette butts removed from entire site	52		
Wolf Trap Park	Edging of Trees & Landscape Beds	10		
	Weed Control: Pre-Emergence	2		
	Weed Control: Post-Emergence	35		
	Mulching: February/Early March	1		
	Leaf Removal	5		
	Weed Control: Of interlock pavement & expansion joints, and cracks in asphalt and/concrete pavement, brick paver, etc.	35		
	Misc. Debris Control: Power blow all brick and pavement and asphalt within project limits to keep walkways free from fiber, mulch, soil, rock and any other debris.	52		
	Litter Removal: Trash & cigarette butts removed from entire site	52		

MOWING

SITE	DESCRIPTION OF ACTIVITIES	ESTIMATED CYCLES	ONE TIME COST	ANNUAL COST
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YORKTOWN VILLAGE				
Administration Bldg.	Mowing & Trimming	35		
	Trimming	35		
	Edging Along Hardscape	35		
York Hall	Mowing & Trimming	35		
	Trimming	35		
	Edging Along Hardscape	35		
SITE	DESCRIPTION OF ACTIVITIES	ESTIMATED CYCLES	ONE TIME COST	ANNUAL COST
York/Poquoson Courthouse/	Mowing & Trimming	35		
	Trimming	35		
	Edging Along Hardscape	35		
Finance Building	Mowing & Trimming	35		
	Trimming	35		
	Edging Along Hardscape	35		
Yorktown Post Office	Mowing & Trimming	35		
	Trimming	35		
	Edging Along Hardscape	35		
Yorktown Waterfront	Mowing & Trimming	35		
	Trimming	35		
	Edging Along Hardscape	35		
COUNTY BUILDINGS				
COUNTY OPERATIONS CENTER				
Building & Grounds Maintenance Shop	Mowing & Trimming	35		
Environmental & Developmental Svcs	Trimming	35		
Environmental & Developmental Svcs	Edging Along Hardscape	35		
Annex Building/Building Regulations & Codes Compliance				
General Services Building				
Parks & Recreation Building				
Public Safety Building				
Vehicle Maintenance Shop				
Griffin-Yeates Center	Mowing & Trimming	35		
	Trimming 35	35		
	Edging Along Hardscape	35		
Tabb Library	Mowing & Trimming	35		
	Trimming 35	35		
	Edging Along Hardscape	35		
Yorktown Library	Mowing & Trimming	35		
	Trimming 35	35		
	Edging Along Hardscape	35		

*Estimated Cycles serve as a **minimum standard** required for frequency of work items. Additional cycles may be required (excluding activities not required for site). Some cycles may be deleted at the discretion of Contract Officer. A “unit cost” credit will be given the owner for activities performed less frequently. **The contract may be awarded in part or in full.**

14.2 **LABOR & EQUIPMENT:**

Please provide a unit cost for the following labor and equipment:

ITEM NO.	DESCRIPTION	QTY.	BID PRICE
	<u>PERSONNEL</u>		
1	Labor-hour/Laborer	1 hour	\$_____
2	Labor-hour/Landscape Worker	1 hour	\$_____
3	Labor-hour/Crew Chief	1 hour	\$_____
4	Labor-hour/Landscape Foreman	1 hour	\$_____
5	Labor-hour/IPM Scout	1 hour	\$_____
6	Labor-hour/Spray & Rig-w/Reg. Tech.	1 hour	\$_____
7	Labor-hour/Hand Sprayer-w/Reg. Tech.	1 hour	\$_____
8	Labor-hour/Laborer-w/Hand Weeding	1 hour	\$_____
9	Labor-hour/Laborer-w/Auger	1 hour	\$_____
10	Labor-hour/Laborer-w/Aerator*	1 hour	\$_____
11	Labor-hour/Operator-w/Aerator & Tractor	1 hour	\$_____
12	Labor-hour/Operator-w/Tractor & Sprayer	1 hour	\$_____
13	Labor-hour/Operator-w/Tractor & Loader	1 hour	\$_____
14	Labor-hour/Operator-w/Tractor & Backhoe	1 hour	\$_____
15	Labor-hour/Operator-w/Skid-Steer & Loader	1 hour	\$_____
16	Labor-hour/Operator-w/Skid-Steer & Backhoe	1 hour	\$_____
17	Labor-hour/Spreader, Hand Rotary*	1 hour	\$_____
18	Labor-hour/Laborer-w/String Trimmer	1 hour	\$_____
19	Labor-hour/Laborer-w/Edger*	1 hour	\$_____
20	Labor-hour/Laborer-w/Rototiller*	1 hour	\$_____

21	Labor-hour/Laborer-w/Hand Blower	1 hour	\$ _____
22	Labor-hour/Laborer-w/Backpack Blower	1 hour	\$ _____
23	Labor-hour/Laborer-w/Push Blower	1 hour	\$ _____
24	Labor-hour/Operator-w/Riding Leaf Blower	1 hour	\$ _____
25	Labor-hour/Trained Operator-w/ Mounted TracVac*	1 hour	\$ _____
26	Labor-hour/Trained Operator-w/Riding Trac Vac	1 hour	\$ _____
27	Labor-hour/Trained Laborer-w/Hand Pruners	1 hour	\$ _____
28	Labor-hour/Trained Laborer-w/Loppers	1 hour	\$ _____
29	Labor-hour/Trained Laborer-w/Pruning Shears	1 hour	\$ _____
30	Labor-hour/Trained Laborer-w/Pole Pruners	1 hour	\$ _____
31	Labor-hour/Trained Laborer-w/Pole Pruning Saw	1 hour	\$ _____
32	Labor-hour/Trained Laborer-w/Chain Saw	1 hour	\$ _____
33	Labor-hour/Trained Operator-w/Brush Chipper	1 hour	\$ _____
34	Labor-hour/Trained Operator-w/Brush Cutter*	1 hour	\$ _____
35	Labor-hour/Trained Operator-w/Stump Cutter*	1 hour	\$ _____
36	Labor-hour/Trained Laborer-w/Sod Cutter*	1 hour	\$ _____
37	Labor-hour/Laborer-w/Snow Shove	1 hour	\$ _____
38	Labor-hour/Laborer-w/Snow Blower*	1 hour	\$ _____
39	Labor-hour/Operator-w/Riding Snow Blower	1 hour	\$ _____
	<u>EQUIPMENT</u>		
40	Crew Vehicle	1 hour	\$ _____
41	Edger*	1 hour	\$ _____
42	String Trimmer	1 hour	\$ _____
43	Hand Pruners	1 hour	\$ _____
44	Loppers	1 hour	\$ _____
45	Pruning Shears	1 hour	\$ _____
46	Pole Pruners	1 hour	\$ _____
47	Pole Pruning Saw	1 hour	\$ _____
48	Chain Saw	1 hour	\$ _____
49	Brush Chipper	1 hour	\$ _____
50	Brush Cutter*	1 hour	\$ _____
51	Stump Cutter*	1 hour	\$ _____

52	Sod Cutter*	1 hour	\$ _____
53	Spreader, Hand Rotary*	1 hour	\$ _____
54	Hand Sprayer	1 hour	\$ _____
55	Tank Sprayer	1 hour	\$ _____
56	Auger	1 hour	\$ _____
57	Hand Tools**	1 hour	\$ _____
58	Snow Blower*	1 hour	\$ _____
59	Riding Snow Blower	1 hour	\$ _____
60	Hand Blower	1 hour	\$ _____
61	Backpack Blower	1 hour	\$ _____
62	Push Blower	1 hour	\$ _____
63	Riding Leaf Blower	1 hour	\$ _____
64	Mounted Trac Vac	1 hour	\$ _____
65	Riding Trac Vac	1 hour	\$ _____
66	Aerator*	1 hour	\$ _____
67	Aerator & Tractor	1 hour	\$ _____
68	De-Thatcher*	1 hour	\$ _____
69	Rototiller*	1 hour	\$ _____
70	Wheel Barrel	1 hour	\$ _____
71	Tractor	1 hour	\$ _____
72	Tractor & Loader***	1 hour	\$ _____
73	Tractor & Backhoe	1 hour	\$ _____

* Walk behind, self propelled

** Shovel, Rake, Trowel, Snow Shovel

*** 3 Cubic Yard Capacity

15.0 YEARS IN BUSINESS:

The bidder has been in business supplying the type of service outlined in these specifications for: years _____ months _____.

15.1 BUSINESS LOCATION:

The bidder shall satisfy the purchasing official that he maintains a store or branch within 100 miles of the working location, staffed with qualified personnel, equipment in working condition required to perform work as described, or ability to secure parts or equipment within reasonable period of time, and provisions for properly storing and maintaining or ability to readily obtain properly stored and maintained materials required to complete described work in timeframe described.

Business located: (check one)

within County of York _____ within 25 miles or less _____
within 26-50 miles _____ within 51-75 miles _____
within 76-100 miles _____ over 100 miles _____

15.2 REFERENCES:

Three (3) references that list a brief description of same type of work and requirements for area(s) of similar size or larger, satisfactorily completed with dates of continuous service or contract period, location, names, addressees and phone numbers of owners. Bidders shall only indicate references they have worked with a minimum of (1) one year.

Reference #1

Name of Firm, City, County or Agency: _____

Address: _____ Telephone: _____

Contact: _____ Title: _____

Check the types of Services Provided: ___Mowing ___Blowing ___IPM
___Weedeating/Edging ___Mulching ___Pruning ___Weed Control
___Litter Removal ___Leaf Removal ___Property Cleanup_____
___Chemical and Fertilization Application

Contract Dates: From: _____ 199__ To: _____ 200__.

Reference #2

Name of Firm, City, County or Agency:_____

Address:_____ Telephone:_____

Contact:_____ Title:_____

Check the types of Services Provided: ☐ Mowing ☐ Blowing ☐ IPM
☐ Weedeating/Edging ☐ Mulching ☐ Pruning ☐ Weed Control
☐ Litter Removal ☐ Leaf Removal ☐ Property Cleanup
☐ Chemical and Fertilization Application

Contract Dates: From: _____ 199__ To: _____ 200__.

Reference #3

Name of Firm, City, County or Agency:_____

Address:_____ Telephone:_____

Contact:_____ Title:_____

Check the types of Services Provided: : ☐ Mowing ☐ Blowing ☐ IPM
☐ Weedeating/Edging ☐ Mulching ☐ Pruning ☐ Weed Control
☐ Litter Removal ☐ Leaf Removal ☐ Property Cleanup
☐ Chemical and Fertilization Application

Contract Dates: From: _____ 199__ To: _____ 200__.

15.3 LANDSCAPE SERVICES PERFORMED IN YORK COUNTY:

The bidder shall list below Professional Grounds Maintenance Services, which have been performed for York County.

Location	Project Description	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

15.4 CERTIFICATIONS:

The bidder shall identify any professional certifications that are maintained and currently valid.

Certification Name	Issue Date	Certificate#	Date Valid Through
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

15.5 LICENSES:

_____	Agency	Date	License #	Date Valid Through
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

15.6 KEY PERSONNEL:

In the space provided below, bidders shall identify a minimum of two (2) key persons who would be assigned to provide contract administration. One of these two (2) individuals shall be available during normal business hours.

1. **Key Person #1:** Name _____

2. Title _____

3. List Qualifications and Experience _____

4. Phone #'s: Office _____ Mobil _____

5. E-Mail Address _____

1. **Key Person #2:** Name _____

2. Title _____

3. List Qualifications and Experience _____

4. Phone #'s: Office _____ Mobil _____

5. E-Mail Address _____

SAMPLE CONTRACT FORM

Agreement No. _____

This AGREEMENT, dated this ___ day of _____, 200_, is by and between YORK COUNTY, VIRGINIA (a political subdivision of the Commonwealth of Virginia); hereinafter called the Owner; and _____ (a corporation organized and existing under the laws of the Commonwealth of Virginia); hereinafter called the Contractor.

WITNESSETH: The Owner and Contractor, for the consideration stated herein, agree as follows:

Scope of Work:

The Contractor shall perform all required work and shall provide and furnish all labor, materials, necessary tools, expendable equipment and utility and transportation service and all else required to complete the maintenance services of:

IFB NO 1361; Professional Grounds Maintenance Services; Annual Contract

all in strict accordance with the Plans and Specifications, including any and all Addenda, and in strict compliance with the Contract Documents hereinafter enumerated.

It is understood and agreed that said labor, materials, tools, equipment and service shall be furnished and said work performed and completed under the direction and supervision of the Contractor and subject to the approval of the Owner or its authorized representative.

Guarantee:

All materials and equipment, furnished by the Contractor, and all construction involved in this Contract shall be and the same are hereby guaranteed by the Contractor free from defects owing to faulty materials or workmanship for a period of one year after date of substantial completion of the work. All work which proves defective, by reason of faulty material or workmanship within said period of one year, shall be replaced by the Contractor free of cost to the Owner.

Nothing herein shall be deemed as a waiver of any other available remedy for contract default, or as the waiver of any applicable statutory limitations period for actions for contract default.

THE BID SCHEDULE OF THE SUCCESSFUL BIDDER
SHALL BE CONFORMED AND INSERTED HEREIN
TO BECOME A PART OF THE COMPLETED CONTRACT DOCUMENTS

Contract Price:

The Owner shall pay the Contractor as just compensation for the performance of this Contract, subject to any additions or deductions as provided in the Contract Documents, the unit and lump sum price as contained in the Bid Schedule attached hereto.

The Contract Amount is _____

(\$_____) based upon unit and lump sum prices extended as herein contained.

Payments:

The Owner will pay to the Contractor, the amount specified herein, upon receipt of an acceptable invoice. Invoices may not be submitted any less than thirty (30) days apart.

Time:

The undersigned Contractor agrees to commence work within (10) calendar days after the date of Notice to Proceed and further agrees to complete the Contract Work within the following specified time limits:

THIS AGREEMENT SHALL BE BINDING UPON ALL PARTIES HERETO AND THEIR RESPECTIVE HEIRS, EXECUTORS, ADMINISTRATORS, SUCCESSORS, AND ASSIGNS.

Component Parts of the Contract:

This Contract consists of the following component parts, all of which are hereby made a part hereof as if herein set out in full:

1. Advertisement for Bids
2. Request for Bids
3. Invitation for Bids (IFB) No. 1361, plus any and all addenda thereto
4. Bid Bond
5. Performance Bond
6. Certificate of Insurance

7. Contractor's License (if required)
8. Notice of Award
9. Notice to Proceed
10. Change Orders (if any)
11. Other Documents as may be required by law or appended hereto
12. Warranty/Guarantee

ADDENDA:

No. _____, dated _____, 200__

No. _____, dated _____, 200__

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written in (4) counter-parts each of which shall for all purposes be deemed an original.

ATTEST:

NAME

County of York, Virginia
OWNER

TITLE

BY

COUNTY ADMINISTRATOR
TITLE

ATTEST:

NAME

CONTRACTOR

TITLE

BY

TITLE

CONTRACTOR'S ADDRESS:

CONTRACTOR'S FEDERAL I. D. NO.

APPROVED AS TO FORM:

COUNTY ATTORNEY

RESERVED FOR CERTIFICATE OF INSURANCE,
AND ADDITIONAL INSURED FORM GL-20-10

OR OTHER SATISFACTORY EVIDENCE OF REQUIRED COVERAGE